

For opportunities in RHODE ISLAND STATE GOVERNMENT

DESCRIPTION OF POSITION	<p>POSITION: Community Housekeeping Aide</p> <p>SALARY/PAY GRADE: \$29,135.00 - \$31,648.00 314A</p> <p>DIVION/SECTION/UNIT: Developmental Disabilities/RICLAS</p> <p>DEPARTMENT OR AGENCY: MHRH</p> <p>ASSIGNMENT(S) / COMMENTS: N/A</p> <p>SHIFT AND DAYS: First - 7:30am - 3:30pm - Th/F Blue</p> <p>RESTRICTIONS/LIMITATIONS: N/A</p> <p>POSITION COVERED BY COLLECTIVE BARGAINING UNION AGREEMENT YES <u>xxx</u> NO <u> </u></p> <p>NAME OF BARGINING UNIT UNION: Local 1293, Council 94</p> <p>THERE IS A CIVIL SERVICE LIST FOR THIS POSITION YES <u> </u> NO <u>xxx</u></p> <p>See instructions "A" and/or "B" in the section below for specific instructions if this job has a civil service list</p>								
GENERAL INFORMATION	<p>INSTRUCTIONS:</p> <p>A. STATE EMPLOYEE LATERAL BIDDER: Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please submit a completed CS-14 Application Form and the RIEEO 378 Affirmative Action Card. Your Application MUST contain the following information:</p> <table border="0"> <tr> <td>1. The Title of the Position for which you are applying</td> <td>5. The Date that you entered State Service</td> </tr> <tr> <td>2. The Reference Position Number of this notice</td> <td>6. The Name of the Department where you are currently employed</td> </tr> <tr> <td>3. The Title of your current position</td> <td>7. Your Business telephone number</td> </tr> <tr> <td>4. The Date that you entered your current position</td> <td>8. Your Present Union affiliation ***</td> </tr> </table> <p>*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract</p> <p>B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:</p> <p>If indicated above that no civil service list exists for this position, you need not be in the class of position or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.</p> <p>C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS:</p> <ul style="list-style-type: none"> Reasonable Accommodation If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a Reasonable Accommodation, then the individual shall not be considered unqualified for the position. Medical information Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA). 	1. The Title of the Position for which you are applying	5. The Date that you entered State Service	2. The Reference Position Number of this notice	6. The Name of the Department where you are currently employed	3. The Title of your current position	7. Your Business telephone number	4. The Date that you entered your current position	8. Your Present Union affiliation ***
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STATEMENT OF DUTIES	<p>DUTIES / RESPONSIBILITIES: To clean, sweep, vacuum, strip, wash, scrub, polish and/or wash areas of community based facilities; to collect and dispose of garbage and other waste; to clean and stock bathrooms with supplies and equipment; to move and assist the moving of furniture and equipment; to maintain the grounds in a community based facility; to do shopping and other errands as needed for the operation of the facility; to assist staff assigned to the facility as required; to transport and/or assist with transporting consumers as needed; to do related work as required.</p>								
MINIMUM EDUCATION & EXPERIENCE	<p>EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS: (A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.)</p> <p>Graduation from a senior high school; Experience gained through employment in a cleaning and/or custodial position and/or having responsibility for assisting in care of people developmentally disabled or, any combination of education and experience that shall be substantially equivalent to the above education and experience. Must have necessary license to transport consumers. At the time of appointment, must be physically qualified to perform assigned duties as evidenced by a physician's note.</p>								
WHERE TO APPLY	<p>Apply within the application period as shown on this vacancy notice announcement. Bids submitted to the Hazard building will only be accepted between during normal office hours. This office does not assume responsibility for applications sent through the mail. Note: Some State union contracts allow a 3-day grace period for receipt of the CS-14 application or bid. Please send Resume or CS-14 Application to:</p> <p>Bernadette Koszela Implementation Aide Human Resource Management P.O. Box 8293 Cranston, RI 02920</p> <p>TELEPHONE # 401-462-2493 FAX # 401-462-6204 TDD # (Telecommunication Device for the Deaf)</p> 								